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CENTRAL INTELLIGENCE AGENCY
Directorate of Intelligence
Imagery Analysis Service

IAS INSTRUCTION NO. 5-2

PUBLICATIONS
May 1971

SUBJECT: Guidelines for Preparing Interoffice Memoranda

RECISSION: IAS Instruction No. 5-2, dated December 1970

The attached IAS/I 5-2 is a complete revision of IAS/I 5-2 dated December 1970. Minor changes have been made throughout to generally update and clarify the instruction. It provides general guidance and specific instructions for preparing and disseminating interoffice memoranda. For further guidance see the IAS Publications Officer.

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Distribution:
All Employees

Declassification Review by NIMA/DoD

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GUIDELINES FOR PREPARING INTEROFFICE MEMORANDA

These guidelines are designed to standardize and simplify the preparation of interoffice memoranda in IAS.

Two formats are involved. One is the traditional self-contained format shown in Example 1. This format will be used for RSD memos to DDP and for other IOM's which have four pages or less of typewritten text.

The second format is more flexible. It involves the use of a non-substantive transmittal memorandum at the SECRET classification. This format will be used for IOM's which have more than four typewritten pages. The substantive portion of these IOM's will be listed as an enclosure to the transmittal memorandum and will be formatted as shown in Example 2. Examples 3, 4, 5, and 6 are sample transmittal memoranda for distribution to [redacted]

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[redacted] organizations outside CIA and NPIC. (NOTE: Each transmittal memorandum must carry a new division chrono number.) Copies of these IOM's for microfiche and insertion into the National Data Base will be transmitted to NPIC/PSG/AID without transmittal memoranda.

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In both formats, photos, drawings, maps, charts, graphs, and tables will normally be assigned figure or table numbers. Attachment numbers should only be used when the product is not suited to the use of "table" or "figure." Such items should never be given both an attachment number and a figure or table number. In both cases, however, they must be listed as attachments at the end of the IOM, unless they are made an integral part of the text with assigned page numbers. All enclosures, attachments, figures, or tables of more than one page must have the total number of pages listed under the control number on the first page.

"Enclosures" include IOM's, IAM's, and other materials forwarded by a transmittal memorandum. The transmittal memo simply forwards the materials and provides no analysis, descriptions, judgments, or findings and has a different control or identifying number. These IOM's and IAM's do not carry an enclosure number, but are listed as an enclosure on the transmittal memo. "Attachments" include figures, tables, and attachments to IAM's and to IOM's of both kinds, unless the items have assigned page numbers. Attachments carry the same control numbers as the item to which they are attached.

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Because IOM's vary so much, no attempt is made here to dictate how the body of the memos should look. Paragraphs must be numbered in the self-contained IOM but may or may not be numbered in the others. In either case, headings and subheadings are encouraged because they are helpful to the organization and readability of a memo.

Exceptions or problems in following these guidelines should be handled on a case-by-case basis with the Publications Officer if substantive and the Secretary to the Director if clerical.

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Example 1

Sample Self-Contained Interoffice Memorandum

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IAS/Division-000/71
15 May 1971
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MEMORANDUM FOR: Chief, Indochina Division, OER

ATTENTION:

THROUGH: Chief, Requirements Branch, Reconnaissance Group, IRS

SUBJECT: Communist Logistics Activity in the North Vietnamese
Panhandle

REFERENCE: (a) Requirement No. C-ER0-00,000, 1 May 1971
(b) CIA/IAS Project No. 050000

1. This memorandum is in response to your request for -----

-----.

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a. Coastal Shipping

b. Rail Facilities

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Example 1 (continued)

IAS/Division-000/71

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SUBJECT: Communist Logistics Activity in the North Vietnamese Panhandle

c. Route 1A

3. The following missions were

4. Questions regarding this project may be directed to the imagery analyst, [redacted] of the Regional Studies Division, IAS on extension [redacted] This project is continuing.

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HOWARD STOERTZ, JR.
Director
Imagery Analysis Service

Attachment:*

- 3 vugraphs
- 1 annotated map sheet

Distribution:

- Cy 1 - Addressee
- 2 - IRS/Recce/R
- 3 - IAS/Division
- 4 - ODir/IAS
- 5 - NPIC/IEG

* Must appear on same page as signature block.

[NOTE: When a footnote to text is required it must be placed above the signature block.]

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IAS/I 5-2
Example 2

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Sample Transmittal. Place under proper control cover sheet.

IAS/Division-000/71
15 May 1971

MEMORANDUM FOR: Chief, Systems Division, FMSAC

ATTENTION: [REDACTED]

THROUGH: Chief, Requirements Branch, Reconnaissance Group, IRS

SUBJECT: Transmittal of Memorandum

REFERENCES: (a) Requirement No. C-DSO-00,000
(b) IAS Project No. 050000

1. The enclosed memorandum, [REDACTED] is in response to your requirement dated 1 May 1971.

2. Questions regarding this project may be directed to the imagery analyst, [REDACTED] of the Missile Systems Division, IAS on extension [REDACTED] This project is complete.

HOWARD STOERTZ, JR.
Director
Imagery Analysis Service

Enclosure:
As stated

Distribution:
Orig - Addressee
1 - IRS/Recce/R
1 - IEG/NPIC
1 - ODir/IAS
1 - IAS/Division

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Example 2 (continued)

Sample Text for Interoffice Memorandum

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15 May 1971

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CENTRAL INTELLIGENCE AGENCY
Directorate of Intelligence
Imagery Analysis Service

NEW MISSILE-RELATED ACTIVITIES AT NENOKSA MISSILE TEST CENTER, USSR

Introduction

This memorandum presents a photographic and mensural analysis of all

The information is presented in three sections. The first

Changes to Facilities

Changes were observed

Probable Alignment/Calibration Device or Launch Tube Liner

During the summer of 1968

Launch Tube Extension

The launch tube extension measures

Attachments:*

1 Figure

1 Table

* Listing of attachments must appear on last page of text.

[NOTE: No division chrono number should be used.]

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IAS/I 5-2
Example 3

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Sample Transmittal. Place under proper control cover sheet which is to be addressed to [redacted] Do not refer to system designations such as TCO, TCS Number, etc. Do not include "Distribution" on copies to addressee.

IAS/Division-000/71
15 May 1971

MEMORANDUM FOR: [redacted]

SUBJECT: Transmittal of Memorandum

The enclosed memorandum was prepared in response to an internal CIA request. We think, however, that it may be of interest to our colleagues [redacted] and we invite any comments they may wish to make. Please be advised that the memorandum reflects the views of IAS alone and has not been coordinated with other components of CIA.

Enclosure:
As stated

Distribution:
Orig & 2 - Addressee
1 - Division/IAS

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[Redacted]

IAS/I 5-2
Example 4

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Sample Transmittal. Place under proper control cover sheet which is to be addressed to [Redacted] Do not refer to system designations such as TCO, TCS Number, etc. Do not include "Distribution" on copies to addressee.

IAS/Division-000/71
15 May 1971

MEMORANDUM FOR: [Redacted]

SUBJECT: Transmittal of Memorandum

The enclosed memorandum was prepared in response to an internal CIA request. We think, however, that it may be of interest to our colleagues [Redacted] and we invite any comments they may wish to make. Please be advised that the memorandum reflects the views of IAS alone and has not been coordinated with other components of CIA.

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Enclosure:
As stated

Distribution:
Orig - Addressee
1 - Division/IAS

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IAS/I 5-2
Example 5

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Sample Transmittal. Place under proper control cover sheet which is to be addressed to [redacted] Do not refer to system designations such as TCO, TCS Number, etc. Do not include "Distribution" on copies to addressee.

IAS Division-000/71
15 May 1971

MEMORANDUM FOR: [redacted]
SUBJECT: Transmittal of Memorandum

The enclosed memorandum was prepared in response to an internal CIA request. We think, however, that it may be of interest to our photo interpretation colleagues in [redacted] and we invite any comments they may wish to make. Please be advised that the memorandum reflects the views of IAS alone and has not been coordinated with other components of CIA.

Enclosure:
As stated

Distribution:
Orig - Addressee
1 - Division/IAS

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[REDACTED]
IAS/I 5-2
Example 6

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Sample Transmittal. Place under proper control cover sheet. Do not include "Distribution" on copies to addressee.

IAS/Division-000/71
15 May 1971

MEMORANDUM FOR:

ATTENTION:

SUBJECT:

[REDACTED]
Transmittal of Memorandum

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1. The enclosed memorandum, [REDACTED] was prepared in response to an internal CIA request. We think, however, that it may be of interest to your organization, and we invite any comments you may wish to make. Please be advised that the memorandum reflects the views of IAS alone and has not been coordinated with other components of CIA.

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2. Questions or comments should be directed to the imagery analyst, [REDACTED], of the Air and Naval Branch/Military Division of IAS on code 145, extension [REDACTED]

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HOWARD STOERTZ, JR.
Director
CIA Imagery Analysis Service

Enclosure:
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